

TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE  
January 27, 2016, 10:00 a.m.

110 E. Main Street  
Town Council Chambers  
Los Gatos, California

**MINUTES**

**Call to Order**

The Council Policy Committee meeting was called to order at 10:04 a.m.

**Members and Staff present:**

Vice Mayor Marico Sayoc  
Councilmember Marcia Jensen  
Jennifer Callaway, Assistant Town Manager  
Rob Schultz, Town Attorney  
Joel Paulson, Interim Community Development Director  
Heidi Long, Library Director  
Christina Gilmore, Assistant to the Town Manager

**Verbal Communications**

None

**Agenda Items**

**1. Approval of December 17, 2015 Council Policy Committee Meeting Minutes  
Committee Action:**

The Committee unanimously approved the draft minutes with no changes.

**2. Review and discuss the draft Library Use Policy**

The Committee reviewed and discussed the draft Library Use Policy and provided staff with direction to return to the Committee at a future date with a draft, comprehensive, Civic Facilities Use policy that includes Library Use guidelines and addresses the following issues:

- Identify and provide a list of facilities, meeting rooms and other Town owned spaces available for public use
- Draft proposed procedures and guidelines for reserving available facilities, meeting rooms, and other spaces, including identifying the types of groups or organizations who can reserve and use these spaces.

- Develop a recommended fee structure that recoups costs for staffing, janitorial services, and other maintenance costs.
- Provide recommended guidelines for Town co-sponsorship of events
- Prohibit Library use for special events after hours.

### **3. Review and recommend the possible rescission of the following Land Use Policies**

The Committee recommended rescission of the following Land Use Policies:

- a. When to include a detached accessory structure or porch in the floor area ratio calculation (originally numbered 4-14 and renumbered to 1-29)
- b. Description of what constitutes an accessory structure versus an addition counted as a living floor area towards the allowable Floor Area Ratio (not included in original list of Land Use Policies)
- c. To establish policy regarding the review process for minor projects located in Historical Overlay zones (originally numbered 4-21 and renumbered to 1-34)
- d. Procedures for issuance of Home Occupation Permits (originally numbered 4-22 and renumbered to 1-35)
- e. Definition of retail use (originally numbered 4-30 and renumbered to 1-39)
- f. Search Lights (originally numbered 4-32 and renumbered to 1-41)
- g. Handling Abandoned Applications (originally numbered 5-1 and renumbered to 1-44)

### **4. Discuss the 2016 Policy Committee Meeting Schedule**

The Committee unanimously agreed to schedule the remaining Committee meetings for 2016 to be held at 10:00 a.m. on the fourth Thursday of each month. The next meeting is scheduled for Thursday, February 25.

Meeting adjourned at 11:17 a.m.